

Turner Unified  
School District 202



Classified Employee Handbook

Effective July 18, 2019-June 30, 2020  
**(Revised July 2019)**

All policies included in this handbook have been adopted and approved by the Turner USD 202 (TUSD 202) Board of Education.

The classified and transportation employees of TUSD 202 make a valuable contribution to the successful operation of our district. The goal of this handbook is to provide direction for all of our classified personnel.

This handbook is not an employee contract. Further, this handbook has been prepared to assist in understanding policies, practices, guidelines, and benefits which apply to classified employees in the Turner School District. The handbook is not all-inclusive and is intended to serve as a reference tool.

The Turner School District complies with any federal, state, or local law applicable to the policies in this handbook. The Board of Education delegates authority to the Superintendent of Schools to implement the policies. The administration will adopt guidelines reflecting the spirit and intent of the policies. The Board of Education, at all times, reserves the right to add to, delete from, alter, or amend the policies. Changes will be effective on dates determined by the Board of Education and/or Administration. This handbook may be modified, and items may be added or deleted at any time as recommended by the Superintendent and approved by the Board of Education. The most current Board policies in their entirety are available online at [www.turnerusd202.org](http://www.turnerusd202.org).

Classified employees are at-will employees and employment with TUSD 202 is voluntary. The classified employee is free to resign at-will at any time, with or without cause. Similarly, TUSD 202 may terminate the employment relationship at-will at any time, with or without notice or cause.

Each employee is expected to assume responsibility for becoming familiar with the contents of this handbook. Clarifying questions should be directed to the immediate supervisor or an appropriate administrator.

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## TUSD 202 Mission

Achieving success by expecting the best from everyone.

## TUSD 202 Vision

The Turner Unified School District will be recognized as a collective and collaborative community that demonstrates continuous growth, expects excellence, and empowers every individual.

## TUSD 202 Beliefs

**Turner Students Come First**

**Understand, Accept, and Appreciate  
Diversity**

**Recognize and Celebrate Achievement**

**Nurture a Safe and Caring Environment**

**Embrace Change with Persistence**

**Require High Expectations for All**

# **EMPLOYMENT GUIDELINES**

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TUSD 202 will be based on merit, qualifications, and abilities. TUSD 202 does not discriminate in employment opportunities or practices on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability.

It is the policy of the District to provide equal opportunity for all applicants and employees. The District shall not discriminate in its employment practices and procedures on the basis of sex, age, race, color, religion, genetic information, national or ethnic origin, disability or any other basis prohibited by state or federal law. All employment decisions made will be based on individual qualifications related to the requirements of the position. This policy extends to, but is not limited to, recruitment, employment, promotion, demotion, transfer, reduction-in-force, termination, compensation, benefits and training.

Any employee who believes that he or she has been subject to unlawful discrimination by the District may follow the complaint procedure set forth in the Board Policy GAAA (Nondiscrimination Regarding Employees) or file a complaint directly with the Kansas Human Rights Commission or Equal Employment Opportunity Commission.

(Reference BOE Policy GAAA – Equal Employment Opportunity and Nondiscrimination)

## **DISABILITY ACCOMMODATIONS**

TUSD 202 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to employees according to the position they are employed.

TUSD 202 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. TUSD 202 will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. TUSD 202 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **EMPLOYMENT ELIGIBILITY AND VERIFICATION (Form I-9)**

All employees of the district, at the time of employment, shall provide verification of identity and employment status to the superintendent or his/her designee. The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified his/her identity, employment status, U.S. citizenship, or legal alien status. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card. Employees will not be allowed to begin work until this is provided. (Reference Board Policy GACD)

## **IMMIGRATION LAW COMPLIANCE**

TUSD 202 is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with TUSD 202 within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **NONDISCRIMINATION REGARDING EMPLOYEES**

The District is an equal opportunity, affirmative-action employer. With respect to employment practices and procedures, it shall not discriminate on the basis of sex, age, race, color, religion, genetic information, national or ethnic origin, disability or any other basis prohibited by law. Harassment on the basis of sex, age, race, color, religion, genetic information, national origin, ethnic origin, or disability is also prohibited.

The District shall provide all employees with equal access to its programs, events, and facilities.

An employee desiring additional information about this policy, desiring assistance to accommodate individual needs, or desiring to file a complaint should contact the Human Resource department. Additional information or assistance may also be obtained from the Superintendent or his/her designee.

## **JOB POSTING**

TUSD 202 provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of job openings are posted, although TUSD 202 reserves the right not to post all openings.

To be eligible to apply for a posted job, regular employees must have performed competently for at least ninety calendar days in their current position. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.



To apply for an open position, current employees should submit an online application for internal candidates. Job posting is a way to inform employees of openings. Other recruiting sources may also be used to fill open positions.

### **JOB DESCRIPTIONS**

The spirit and intent of job descriptions are to provide written expectations and responsibilities to enhance an understanding of the role of employment. Job descriptions are useful and helpful in staffing, appraisal, wage and salary placement, and training. Job descriptions are guidelines which can be changed over time to meet present demands and expectations of the School District. Specific job descriptions are available for your review on the TUSD 202 website.

From time to time, an employee may be asked to perform duties and handle responsibilities that are not in the job description. If, over a period of time, the new duties and responsibilities remain a significant part of the assignment, the job description will be changed. Questions regarding a job description should be directed to an immediate supervisor. (Reference Board Policy GACB)

### **EMPLOYMENT APPLICATIONS**

TUSD 202 relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **EMPLOYMENT CATEGORIES**

It is the intent of TUSD 202 to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and TUSD 202.

Each employee's term of employment is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by TUSD 202 management.

### **ASSIGNMENT AND TRANSFER**

As classified vacancies become available, vacancy notices will be placed on the district website (employment page) for a minimum of five (5) days prior to such vacancy being filled.

If employees are interested in being considered for a specific position, they must apply online under the employment page and select internal application, and notify their supervisor of their intent and take any applicable tests as required for any applicant to that particular position. Upon approval to fill the position, a request for transfer must be completed (District Form 4), including signature of a supervisor, and submitted to the Human Resources Office.

The Board reserves the right to assign, reassign, or transfer all classified employees. (Reference Board Policy GCE).

### **CLASSIFIED PERSONNEL TESTING**

Persons seeking employment as paraeducators must meet the requirements of the *No Child Left Behind Act*. The *NCLB Act* enacted on January 8, 2002, requires that all instructional paraeducators hired after January 8, 2002 must have (1) at least 48 college credit hours; (2) obtained an associate's (or higher) degree; or (3) passed the Para Praxis Test. Persons seeking employment in any clerical-related area must take a computer-based test, including a typing test. The tests are administered and scored by the Human Resources Office.

### **CLASSIFIED PERSONNEL LICENSING**

It is the responsibility of the employee to meet the qualifications for any license required in order to hold the position assigned. Any license required must be valid and up-to-date to qualify for continued employment. (Reference Board Policy GCBA)

### **EMPLOYEE MEDICAL EXAMINATION**

According to Kansas statutes, "Every Board of Education shall require all employees of the school district, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state; by a person who is a physician's assistant under the laws of this state or by a person holding a certificate of qualification to practice as an advanced registered nurse practitioner under the laws of this state, on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test." K.S.A. Supp. 72-6266.

All district employees are required to furnish the results of a negative tuberculin test. This health examination must be completed and sent to the Human Resources Office before an employee may begin employment. Each person will be responsible for paying his or her own tuberculin test.

### **ASBESTOS**

TUSD 202 has an operations and maintenance program for managing asbestos-containing materials. Information concerning asbestos location is on file in each building in TUSD 202 and is available for inspection by all employees.

### **BLOODBORNE PATHOGENS**

All classified employees are required to participate in a short training session regarding Bloodborne Pathogens upon hire and once each subsequent year. This session includes a short video and a short-written test. A statement verifying each employee's participation in the training is required to be on file within the district. The Board shall adopt an exposure control plan which conforms to current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan. (Reference Board Policy GARA)

### **COMMUNICABLE DISEASES**

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the Superintendent of Schools or his/her designee so that proper reporting may be made to the county or joint Board of Health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The Board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a severe communicable disease before the employee is allowed to return to duty. (Reference Board Policies GAR and GARA)

### **HIPAA**

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law. (Reference Board Policies ECA and JRB)

### **NON-DISCLOSURE**

The protection of confidential business information and trade secrets is vital to the interests and success of TUSD 202. Such confidential information includes, but not limited to the following examples:

- Computer processes
- Computer programs and codes
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and, legal action, even if they do not actually benefit from the disclosed information.

## **ACCESS TO PERSONNEL FILES**

TUSD 202 maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in TUSD 202's offices and in the presence of an individual appointed by TUSD 202 to maintain the files. The files are stored in the Human Resources Office. (Reference Board Policy GAK)

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary action up to and including termination.

## **PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify TUSD 202 of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, and individuals to be contacted in the event of an emergency should be updated by the employee in the Employee Benefits Intranet. Educational accomplishments, including a college degree or industry certificate, and other such status reports, should be updated by contacting the Human Resources Department.

## **EMPLOYMENT OF MINORS**

As a general rule, regular employees of the School District must be 18 years of age or older. Occasionally, students under the age of 18 are hired, such as for summer lawn and maintenance crews, but this is done only under special conditions, and must be approved in advance by the appropriate Administrative Services Center (ASC) Administrator, or his/her designee.

## **EMPLOYMENT OF RELATIVES**

While relatives of TUSD 202 staff members may apply for employment, close family members such as parents, children, spouses, or in-laws will not be hired into positions where they directly or indirectly supervise or are supervised by another close family member. Relatives will not be placed in positions where they will work with or have access to sensitive information regarding an immediate family member. Questions concerning this area should be addressed to the appropriate supervisor or to the Human Resources Office. (Reference Board Policy GAGAA)

## **HARASSMENT**

The Board of Education cares about the human dignity and the protection of their employees. The Turner School District is committed to providing a work environment that is free of unlawful discrimination and harassment. The District strictly prohibits harassment of any kind, including harassment on the basis of sex, age, race, color, religion, genetic information, national or ethnic origin, disability or any other basis prohibited by law.

If you believe that you have been a victim of harassment, or know of another employee who has, you are encouraged to report such action to an administrator, supervisor, or to the Human Resources department.

## **COMMON FORMS OF HARASSMENT**

Harassment, including sexual harassment, may take many forms but the most common forms include:

- Verbal conduct such as derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented posters, e-mails, websites, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with another person because of sex, race or any other protected basis;
- Retaliation for having reported or threatened to report harassment, or for opposing unlawful harassment, or for participating in an investigation.

## **RECOGNIZING SEXUAL HARASSMENT**

Sexual harassment in any form is strictly prohibited. Sexual harassment is any sexual advance, request for sexual favor, or sex-based behavior that is not welcome and not requested. There are two types of sexual harassment:

- Quid pro quo harassment occurs if someone makes sexual conduct a condition of employment. Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to the conduct is made, either explicitly or implicitly, a term or condition of employment, or when submission to or rejection of such conduct is used as the basis for employment decisions.
- The second type of sexual harassment involves the general work environment. Sexual harassment occurs when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile, or offensive environment.

## **REPORTING HARASSMENT INCLUDING SEXUAL HARASSMENT**

An employee who believes that he or she has suffered harassment may report such matter to his or her immediate supervisor. Claims by an employee regarding harassment may also be reported to a member of the Human Resources department.

The District will conduct a thorough and objective investigation of the incident(s), making an effort to keep the matter as confidential as possible. If it is determined that harassment has occurred, the harasser will be subject to disciplinary action up to and including termination consistent with the severity of the conduct. The District will take steps as necessary to prevent further harassment. In addition, providing false information or making false charges during an investigation shall be grounds for disciplinary action, up to and including termination of employment. Retaliation against a person who reports or testifies to a claim of harassment shall be prohibited. Romantic relationships between students and employees are prohibited.

(Reference Board Policy GAAC– Sexual Harassment Prevention of employees)

(Reference Board Policy GAAA – Nondiscrimination of employees)

(Reference Board Policy GAACA-Racial and Disability Harassment of employees)

## VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at TUSD 202, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter TUSD 202 facilities at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on TUSD 202's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

## EMPLOYEE BENEFITS

### OVERVIEW OF BENEFITS

The information in this handbook highlights particular benefit plan provisions. This information is not intended to set forth employee rights under any of the benefit plans. It is not intended to be a complete description of any of the benefit plans or to be a guarantee of either employment or benefits. In cases of question or conflict between this handbook and any plan document, contract, or policy the plan document, contract, or policy will always prevail. An employee should not rely solely on oral descriptions of the plans because the written terms of the plan documents, contract, or policy will always govern. TUSD 202 expects to continue the benefit plans described in this handbook, but reserves the right to modify, withdraw, terminate or suspend any non-contractual benefits in whole or in part at any time for any reason. Questions should be directed to the appropriate Administrative Services Center (ASC) Administrator. **No benefits of any kind will be available to employees who work less than four hours per day for five days a week.**

### HEALTH INSURANCE

The district shall pay a portion per month for all classified employees who **work four or more hours per day for five days a week** toward the purchase of an individual membership in **the health care provider's plan**. Each option can be selected for individual, employee-spouse, employee-children, or family.

For a classified employee who works four hours a day for five days a week, the district's contribution will be prorated at 4/5 or 80% of the portion per month the district pays. All employees who work less than **twelve months** will be responsible for making the full payment for their health premium during the months that they do not work. For example, Food Service, Bus Drivers, General Paraeducators, and SPED Paraeducators work schedule is ten months; thus, they would be responsible for paying the full premium amount for July and August. This will be done through payroll deduction. By utilizing this method of payment, the employees will be able to pay eligible plan premiums and deductions on a pre-tax basis through payroll deduction. **No benefits of any kind will be available to employees who work less than 4 hours per day for five days a week.**

## SECTION 125

This plan allows an employee to pay eligible plan premiums and deductions on a pre-tax basis through payroll deduction. The Cafeteria Plan is established under provisions of Sections 125 and 129 of the Internal Revenue Code. Employees scheduled to work 20 or more hours per week, or a current yearly total of 1,000 hours, can elect to participate in the Cafeteria Plan.

Premiums and deductions eligible under the Cafeteria Plan include:

1. Health insurance premiums
2. Dental insurance premiums
3. Life insurance premiums
4. Reimbursable dependent care expenses
5. Reimbursable health care expenses
6. Disability insurance
7. Accident insurance

Each annual Section 125 Flexible Fringe Benefit Plan is in effect from September 1 through August 31. The District's Plan is on file in the District Office. Prior to the last day of the official open-enrollment period, each eligible permanent District employee must annually place a signed Section 125 Benefit Election Form on file with the Business Services Office.

The official open-enrollment period will consist of ten (10) working days. Written advance notification to employees of the open-enrollment period dates will be made by notices posted in each building.

The open-enrollment period for new employees is ten (10) working days from the date of employment. Eligible new employees must make a decision regarding enrollment in the approved insurance programs during this open-enrollment period. New employees who opt not to enroll in the insurance programs during the first ten working days from date of employment are prevented by the terms of the I.R.S. Section 125 Flexible Fringe Benefit Plan from enrolling until the next official open-enrollment period.

Under the terms of the I.R.S. Section 125 Flexible Fringe Benefit Plan, continuing eligible employees may make change in insurance coverage only during the annual designated official open-enrollment period, with the following exception:

**Exception:** Plan participants may revoke benefit election after the period of coverage has begun and may make a new election for the remainder of the period of coverage if both the revocation and the new election are on account of and consistent with a change in family status (e.g., marriage, divorce, death of spouse or child, birth or adoption of child, and termination of employment of spouse.)

Employees, who wish to make changes in insurance coverage, and qualify under the above exceptions, must complete a Section 125 Flexible Benefit Plan Change Verification Form, available through the Business Services Office or the Administrative Services Office. Classified employees are eligible to receive a monetary monthly benefit toward the purchase of health insurance. Specific information may be obtained from the Business Services Office.

## **DENTAL INSURANCE**

A dental insurance group plan is currently available for employees of TUSD 202. Enrollment is strictly voluntary. Information and details regarding enrollment are available through the Business Services Office.

## **LIFE INSURANCE**

It is possible for TUSD 202 employees to purchase life insurance through a payroll deduction plan. Information and details for enrollment are available through the Office of Administrative Services.

All employees enrolled in the Kansas Public Employees Retirement System (KPERs) are insured for one and one-half times the amount of their current salary. This insurance is effective for the duration of the employment of persons covered by KPERs.

## **TAX-SHELTERED ANNUITIES**

The term **tax-sheltered** describes any program eligible for tax-deferred treatment and refers here to a special type of plan covering eligible employees of public schools. A tax-sheltered annuity, also referred to as a “TSA” or “403(B)” is provided for under Internal Revenue Code Section 403(b).

Typically, monies contributed to a 403(b) plan are used to supplement retirement income. The main benefit to participating in a TSA is that an employee may delay the payment of taxes on contributions and earnings until receipt of the annuity payments.

Monies contributed to a TSA are not eligible for distribution, without an IRS penalty, unless the employee:

- attains age 59 ½;
- becomes disabled (as defined in the Internal Revenue Code);
- qualifies for hardship distribution (as defined in the Internal Revenue Code), or
- dies

Loan provisions may also be available through specific carriers.

Monies contributed to a TSA can be invested in annuity contracts, or in custodial accounts holding mutual fund shares. A list of annuity carriers which have been approved by the District may be obtained from the Business Services Office. Employees are responsible for initiating and implementing the steps necessary for enrollment. Employees are permitted to make only one change in the amount of the contribution per calendar year.

Information and details may be obtained from the Business Services Office.

## **SALARY PROTECTION INSURANCE**

A salary protection insurance program is available for employees of TUSD 202. Enrollment is strictly voluntary. Information and details regarding enrollment are available through the Administrative Services Office.



### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for certain employees, retirees, spouse, and dependent children the right to temporary continuation of health coverage at a group rate. At the time of termination of employment from TUSD 202, information will be available to implement COBRA benefits. Additionally, employees must notify the Business Services Office within 60 days after the date of a legal separation, divorce, or when a covered dependent ceases to be an eligible dependent in order to receive COBRA benefits.

### **CONVERSION OF PLAN WITHIN 30 DAYS OF SEPARATION OF PLAN**

Employees and/or covered dependents may be eligible to elect to convert to an individual policy within 30 days of termination of health, dental, and life (including KPERS life) insurance benefits. The primary advantage is that issuing a conversion policy does not require evidence of insurability. Employees or eligible dependents should contact the Business Services Office for conversion information.

### **CREDIT UNION**

Permanent employees may elect membership in a credit union and direct the Board of Education office to make deductions from paychecks. Requests to change payroll deductions may be made no later than the first day of every month. Forms may be obtained from the participating credit unions listed below:

Midwest Regional Credit Union  
7240 State Avenue  
Kansas City, Kansas 66112

Main Street Credit Union  
8200 State Avenue  
Kansas City, Kansas 66112

### **EARLY RETIREMENT**

Turner staff may qualify for Early Retirement. Please refer to Policy GAQ-R for additional information related to Early Retirement.

### **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)**

Further information regarding KPERS may be obtained via SharePoint on the TUSD website (look to the right column on the page below

<https://turnerusd202org.sharepoint.com/humanresources/SitePages/Home.aspx> or

### **KPERS Questions?**

- Toll-free, 1-888-275-5737
- [kpers@kpers.org](mailto:kpers@kpers.org)

# **TIME OFF AND LEAVES OF ABSENCE**

## **LEAVE DAYS**

Following the provisional period, each classified employee, with the exception of bus drivers (see Transportation Miscellaneous Information Section), is eligible for leave time at a rate of one work day paid leave per month of employment, calculated from the original date of employment. Example: 10-month employees receive 10 days leave time; 12-month employees receive 12 days leave time. Leave days may be used for the purposes of (1) personal illness, (2) critical illness/death in employee's immediate family, or (3) personal leave.

Employee attendance is encouraged but it is not suggested that employees should work when ill. Employees are expected to use prudent judgment in determining how this leave time should be utilized. Except in cases of sudden personal illness, or critical illness/death in employee's immediate family, the employee is expected to request paid leave from his/her principal or director at least two school days in advance of the proposed absence. In the event the employee has exhausted all of their leave time, vacation time (if available) may be substituted in place of leave time.

It is not intended that employees use the leave time provided herein on the first or last day of school when students are in session, the day before or the day after a holiday except in the case of sudden personal illness or critical illness/death in employee's immediate family, or upon approval of the immediate supervisor and the appropriate Administrative Services Center (ASC) Administrator.

In no event shall personal leave exceed four (4) consecutive days or be tied to a dock day, holiday, or vacation day without approval of the immediate supervisor and the appropriate Administrative Services Center (ASC) Administrator.

When a classified employee gives notice of his/her intent to be absent for reasons other than sudden personal illness or critical illness/ death in employee's immediate family and his/her absence will tend to (a) cause the employee's job category to be short of sufficient workers to get the work done and/or (b) the absence will seriously curtail the operation of the unit involved, the principal/director shall request an explanation of the proposed paid absence and may approve or disapprove accordingly. In the event of illness, hospitalization, or other health related absences, the supervisor of the employee may request a doctor's medical release prior to the return to regular duty to better ensure the safety of the employee, staff, and students.

In the event an employee has used the allotted annual leave days, the employee may use up to three days from his/her accumulated leave for personal leave. These days are subject to approval of the building administrator and should be requested at least two school days in advance of the proposed absence. The remaining accumulated leave days are to be used for illness as defined in this handbook.

## **MINIMUM LEAVE INCREMENT**

The minimum amount of classified leave will be submitted and calculated in 30-minute increments.

## **LEAVE BUY BACK**

Employees may participate in the district leave buy-back program. Upon the last contract day of each employment year, unused leave not accumulated according to the leave policy may be taken in the form of pay. The rate of payment for classified employees will be their daily rate of pay not to exceed \$125.00. Payment will be made on or before the last day of June.

Leave time is credited to, and may be used by, permanent employees effective July 1 of each school year. Effective the last day of June, unused leave days remaining from those credited at the beginning of the current year may, at the employee's option, be taken in the form of pay. This payment shall be made to the employee on the June 23 payroll at their daily rate per day not to exceed the current daily substitute rate of pay in the current Negotiated Agreement, for qualifying part-time workers.

Unused leave days shall be accumulated from year to year to a maximum of one hundred twenty (120) days (24 for bus drivers), for purposes of personal illness; or critical illness - death in employee's immediate family. The maximum 120 (24 for bus drivers) days shall include the amount allotted for the current year.

Employees voluntarily terminating their employment with the district will be paid on their final paycheck for the current year's earned leave days not used, or their final paycheck will be docked for the current year's used leave days not earned at the employee's current rate of pay. Unused accumulated leave days are not eligible for buyback except at retirement.

## **HOLIDAYS**

A work schedule and list of paid holidays is provided near the first day of each school term for each classified employee. Currently, legal holidays which are recognized by the district as applying to full-time twelve month classified personnel are: July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the day following Thanksgiving Day, the day before or the day after Christmas Day, Christmas Day, the day before or the day after New Year's Day, New Year's Day, Martin Luther King Holiday, President's Day, and Memorial Day. If, the holiday falls on a weekend, the Friday before, or the Monday following the holiday will be observed as the holiday.

If a recognized holiday falls during an eligible employee's paid absence (vacation/sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays may not be counted as hours worked for the purpose of determining overtime.

## **VACATION**

If an employee is a full-time employee and scheduled to work twelve months, he/she will accrue vacation leave each pay period as follows:

New employees: Following initial employment date, the employee will receive days of vacation prorated at .8333 days per month from date of employment to the first July 1, not to exceed 10 days.

On July 1, at the beginning of second year, employees will receive:  
Beginning July 1 of second year 10 days  
Beginning July 1 of tenth year 15 days  
Beginning July 1 of fifteenth year 20 days

Current employees who become eligible for vacation days as a result of converting to twelve-month will be given credit for all uninterrupted years of service in permanent TUSD 202 positions prior to converting to twelve months. If the employee was hired after the beginning of the school year, or employment terminated prior to the end of the school year, he/she must have worked two-thirds of his/her school year contract to receive credit for one year of service. For anniversary purposes, anyone BOE approved for employment before November 1 of any year may count that year as a full year. Anyone BOE approved for employment after November 1 will have to count the next year as a full year.

All vacations are to be approved in advance by the immediate supervisor, building principal, or director, and forwarded to the Human Resources Office for final approval.

Vacation days will not accumulate. A twelve-month employee must use vacation days by June 30 of the current fiscal year.

### **INCLEMENT WEATHER/ SCHOOL CLOSING**

All twelve-month employees are required to report to work on days when school has been canceled due to inclement weather. However, if weather conditions are such as to endanger the safety of an employee, arrangements may be made by approval of the Superintendent of Schools to refrain from reporting to work. Make-up days will be decided upon by the Superintendent of Schools. Make-up time will be determined at the discretion of the Superintendent of Schools.

### **BEREAVEMENT LEAVE**

Each classified employee will be allotted up to three (3) contract days paid bereavement leave for each death in the employee's immediate family and stepfamily (parent, sibling, child, spouse, grandparent, grandchild, guardian, resident of the household; or the same relative of the employee's spouse).

### **JURY DUTY/ LEGAL LEAVE**

The decision to serve or decline service on jury duty shall be made by the employee. The District shall continue to compensate the employee as if he/she were not absent.

If an employee receives a summons or a court subpoena for an official Turner-related matter, a copy of the document shall be given to the building administrator as verification. The District shall continue to compensate for the actual time required to appear as if he/she were not absent.

If a summons or court subpoena is not related to jury duty or official District-related business, the employee may opt to take annual leave days.

### **EXTENDED ABSENCES**

An extended leave of absence may be granted to a classified employee for any of the reasons stated below. An employee must be on regular status in order to receive consideration for an extended leave of absence.

- Emergency and Legal
- Illness
- Military

A written request to the immediate supervisor for extended leave is required for consideration. Documentation from a physician, legal counsel, or military service should be included in the request. Upon approval by the superintendent, weekly documentation of leave of absence should be submitted on a District Form 4 until return to service.

During an extended leave of absence, the employee may be placed on inactive status. Advance arrangements must be made for payment of monthly premiums on health/dental insurance or other payroll deductions.

The District reserves the right to review the inactive status of each classified employee on a month-by month, case-by case basis. The affected employee will be given written advance notification of any action regarding his/her position with the district. (Reference Board Policy GCRG)

### **SICK LEAVE POOL**

In the event of extended disability due to illness or injury to self or immediate family, a classified employee who has exhausted all sick leave may borrow a maximum of twenty (20) days (six [6] days for bus drivers) of sick leave per school year from a pool created for this purpose. This pool is established to provide assistance to classified employees in extraordinary circumstances. Only classified employees who are members are eligible to draw from the pool.

The pool must have at least 100 days at the beginning of each school year to operate. For each year thereafter when the pool has fewer than one-hundred (100) days each classified pool members wishing to continue in the pool must donate one (1) day to the pool. In any given year, if the demands for sick leave pool days deplete the pool to less than 20 days, then the members will be asked to donate one (1) additional day of sick leave immediately.

Each newly hired classified employee (permanent positions only) will be given the opportunity, during the 30-day probationary period, to join the pool by donating one (1) day of the sick leave days received in the school year they are employed.

A classified employee who opted not to join the pool when it began in the 1989-90 school year, or employees hired after the 1989-90 school year who opted not to join during their 30-day probationary period, may join by donating two (2) of their sick leave days from the ten (10), eleven (11), or twelve (12) days they receive at the beginning of each school year. This may be done only during the open enrollment period which will be posted in all school buildings at the beginning of each school year. If the employee does not join in the pool during this open enrollment period, he/she may not do so again until the next posted open enrollment period.

All classified employees who are members, or their designees, are eligible to make application for sick leave pool days. The "Sick Leave Pool Request" (Form No. 4E) and instructions for completing the form may be obtained from any school building office. Application must be made, and a maximum of 20 days (6 days for bus drivers) may be borrowed, within the school year in which an individual's accumulated sick leave days are depleted. The classified employee must be hospitalized and/or under the care of a medical doctor, osteopath or dentist. A statement from the treating medical doctor, osteopath or dentist is required recommending that the classified employee continue to be absent from work due to his/her health. Application is to be made to the sick leave pool committee chairman and a copy of the medical statement must

accompany the application. The sick leave pool committee may require any additional documentation deemed necessary under the circumstances to substantiate a request for days from the pool. Second opinions must come from approved District medical doctor, osteopath or dentist. Any application for use of the pool may be denied by the sick leave pool committee. All decisions by the sick leave pool committee are considered final.

Upon return to full-time service, the classified employee must repay the pool for all borrowed days, at a rate not less than three (3) days per year (one [1] day per year for bus drivers) thereafter. If any employee retires, resigns or is terminated at any time after his/her return to service, an amount will be deducted from the employee's last check equal to their daily rate for those days not returned to the pool. However, if the nature of the illness or injury that required the employee to apply for sick leave pool days is such that the employee is unable to return to work, no repayment will be required.

After classified employees have joined the sick leave pool, they may not withdraw their days if they drop out of the pool. In addition, any days contributed to the pool by an individual employee shall remain in the pool at the time of termination of employment. Such days shall be transferred to a separate line account. In the event that an individual move from a classified position to a certified position, day(s) donated to the classified sick leave pool shall remain in that pool. The individual will need to consider a decision to join the certified sick leave pool just as any new certified employee would.

The sick leave pool committee is to be established before the start of each new school year. The sick leave pool committee is to be made up of one (1) representative from the Custodians, one (1) representative from Facilities/ Grounds, one (1) representative from Food Service, one (1) representative from the Secretarial/Clerical/Assistant staff, one (1) Director (on a rotating basis) and the Superintendent of Schools or designee. Members of the classified employee sick leave pool committee, with the exception of the Superintendent/Designee, must be participating sick leave pool members.

Criteria for awarding days from the sick leave pool will be membership in the sick leave pool, validated need, and an adequate balance of days (20 or more) remaining in the pool.

### **FMLA LEAVE**

TUSD 202 will comply with all provisions of the Family Medical Leave Act of 1993 (FMLA), including eligibility requirements. The poster published by the United States Government is attached to the Handbook as required by the law. In addition, the TUSD 202 procedures for implementing the Family Medical Leave Act of 1993 will be posted on the Human Resources website. (Reference Board Policy GARI)

This leave shall be granted for a period of not more than 12 weeks during a 12- month period. A 12-month period is defined as a fiscal year beginning on July 1 and ending June 30.

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, or leave available for use, paid leave shall be used first and counted toward the annual family and medical leave.

Employees are eligible for family and medical leave upon completion of 12 months of service in the district and employment for at least 1250 hours during the preceding year.

During FMLA, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall continue to be paid by the employee. If an employee has exhausted their 12 weeks of FMLA entitlement and have not yet returned to work, it will become the employee's responsibility to pay for their benefits if they wish to continue their coverage. The board may terminate the benefits if the employee payment is not received by the due date.

Employees on maternity leave who are not eligible for FMLA may return to work with physician approval. Those employees who wish to take additional time off for maternity leave will need approval from Human Resources.

Return to work from FMLA – An employee wishing to return to work from FMLA may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. Detailed information and direction may be found in Policy GARI.

### **MILITARY LEAVE**

In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), any employee, upon written request to the Superintendent or Designee, shall be granted leave to cover the length of his/her required service in the military forces of the United States of America. Each request for military leave shall be accompanied by a copy of the appropriate military orders.

An employee, who is eligible for military leave under federal or state law, including an employee, shall be entitled to leave for military service for up to five years or as otherwise provided by law. During said leave, an employee will be entitled to contract pay minus the cost of a substitute for the remainder of the contract year. Any supplemental contracts that the employee is entitled will be paid up to 30 days.

If the employee is ordered to long-term active duty (over 30 days), the District will continue to pay all other District provided benefits the employee would have received for the remainder of the contract year. If the employee remains on leave after the contract year ends, the employee would have the right to continue the benefits at the cost to the employee while on leave for up to five years or as otherwise provided by law.

Employees taking initial voluntary active duty training for the Reserves or National Guard will be on unpaid leave for the remainder of the contract year. The employee will have the option of continuing benefits at the cost to the employee for the remainder of the contract year or 18 months, whichever is greater. An extension of the time to receive benefits may be granted by the Superintendent.

The following time limits apply to application for and return to work from a military leave absent extraordinary circumstances that make compliance impossible through no fault of the employee. Upon completing less than 31 days of military leave, the employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period. For more than 30 days but less than 181 days, the employee must make application for re-employment within 14 days of release from service. For more than 180 days, the employee must make application for re-employment within 90 days of release from service.

Unexcused failure to meet the application and return time periods allowed above or required by federal or state law may result in denial of reinstatement and subject the employee to the District's rules governing unexcused absences.

An employee on military leave, who makes application to the District within the applicable time periods provided by law after the effective date of his/her release from active duty, and who is otherwise eligible for reinstatement, and absent circumstances where reinstatement is not required by law, shall be reinstated to the certified position(s) and supplemental position(s) that would have been held had the employee been continuously employed provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to the certified position(s) and supplemental position(s) held at the time of the leave, again provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to a similar or equivalent position, depending on the circumstances and subject to any applicable provisions of federal or state law. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. Subject to requirements for reinstatement of employees returning from leaves of less than 30 days, the District shall have a ten (10) day grace period to make arrangements for re-employment of the employee, and the District shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an undue curricular hardship to the education of the students of the District, the District reserves the right to notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the District is not satisfied with the response, the District shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209. This type of military leave may be with pay subject to Board approval.

(Reference Board Policy GARID)

### **ABSENCE FROM WORK**

Employees are responsible to contact their supervisor for specific guidelines when reporting: (1) absence, (2) request to leave work early, and (3) school closings. Employees working eight hours per day will accrue Leave Time at the rate of one day per month. Leave days may include personal health, care for children or parents who are ill, or bereavement. Employees working less than eight hours per day or less than twelve months are subject to a pro-rated scale. Questions should be addressed to employee's immediate supervisor or to the appropriate Administrative Services Center (ASC) Administrator.

A District Form 4 must be completed prior to request for leave or upon return when emergency leave has occurred.

### **FAILURE TO REPORT ABSENCE**

For the school district to operate effectively, employees are asked to keep their supervisor informed of their status when they are off work because of illness, accident, or any other reason.

If an employee fails to notify his/her immediate supervisor following three days or more of his/her absence, and/or fails to comply with his/her department's guidelines and procedures for



reporting absences, the District will assume that the employee has resigned/abandoned the position, and the Administrative Services Office will officially activate their employment separation from TUSD 202.

## **TIMEKEEPING/ PAYROLL**

### **DIRECT DEPOSIT OF PAYROLL CHECKS**

An employee must participate in either the “Direct Deposit of Check Program” or receive a money card on paydays. For employees who may be unfamiliar with the concept, payroll direct deposit means that the paycheck is electronically deposited into the employee’s bank account on payday. TUSD 202 highly recommends payroll direct deposit for one particular reason. With direct deposit, there is no worry of losing a money card. This can be especially helpful when payday falls on a snow day or on a day when an employee is not at work. In addition, direct deposit paycheck funds are available to employees first thing on the morning of payday. Information about the procedure can be obtained from the Business Services Office.

### **TIME RECORDS**

An employee’s time record is legal documentation of the hours he/she has worked. An employee paycheck is based on the time recorded on the time record. Employees are responsible for correctly recording the appropriate time worked, leaves of absence, vacation time, etc. Questions should be directed to employee’s immediate supervisor.

Accurately recording time worked, as well as time off, is the responsibility of every nonexempt employee. Any edits made to time records are required to have a comment included prior to approval. If excessive editing is required, it may lead to disciplinary consequences. Federal and state laws require TUSD 202 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Without the written approval of your immediate supervisor you are:

- Not to work more hours per day than specified in your terms of employments. Overtime hours are approved only for specific situations.
- Not to work on any non-scheduled days.
- Not to exceed the number of workdays for the school year as specified in your terms of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to submit their time records and verify the accuracy of all time recorded. The supervisor will review and approve the time record for submission to payroll.

## **PAY DAYS**

All classified employees will receive pay over 24 pay periods over 12 months. A shorter compensation structure may be used for staff members beginning work during the 4<sup>th</sup> quarter of the school year. All school employees are paid on the 8<sup>th</sup> and 23<sup>rd</sup> of each month. In the event the payday falls on a weekend or an approved holiday, employees will be paid on the last working day immediately preceding the weekend or approved holiday. There will be no overtime unless prior approval is granted. (Reference Board Policies GAJA and GCA)

## **SALARY DEDUCTION**

A salary deduction shall be made if required by law or permitted by Board policy. The superintendent or his designee shall develop forms to supply the necessary information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the business office during enrollment periods established by the Board. (Reference Board Policy GAL)

## **TRAVEL EXPENSES**

The Board will provide reimbursement for expenses (excluding alcoholic beverages) incurred in travel related to the duties of the employee when approved in advance by the Superintendent or designee. The mode of travel will be determined by the supervisor based on, but not limited to these factors; the availability of transportation, distance, and number of people traveling together.

## **SUBMISSION OF RECEIPTS**

Employees seeking reimbursement for expenses must complete a form #5 and all receipts for expenses must be included. Failure to submit receipts will result in a denial of reimbursement.

## **PAY DEDUCTIONS**

The law requires that TUSD 202 make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. TUSD 202 also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." TUSD 202 matches the amount of Social Security taxes paid by each employee.

TUSD 202 offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, you can contact the Business Department.

The Human Resource Director will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

## **ADMINISTRATIVE PAY CORRECTIONS**

TUSD 202 takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Department so that corrections can be made as quickly as

possible. In addition, TUSD 202 has the authority to debit/credit an employee's account if an error occurs.

### **WORK SCHEDULES WORK/ TIME SCHEDULES/ LOAD**

The Board will make reasonable effort to establish and maintain adequate working conditions.

The superintendent or his/her designee shall develop time schedules for all classified employees, subject to approval by the Board. Time schedules will be assigned at the beginning of the employment term by the superintendent or his/her designee.

Work load assignments for classified personnel, i.e., clerical, paras, facilities/ grounds, food service and transportation, shall be made by the appropriate Administrative Services Center Administrator. The normal work load for classified personnel shall consist of 40 hours per week unless otherwise specified per assigned work schedule for full-time employment.

### **HOURS OF EMPLOYMENT**

All classified employees will work the number of days and hours per day as listed on the employee's at-will work agreement. Days to be worked and distribution of required working time will be determined by the administration.

### **ATTENDANCE REQUIRED**

Regular attendance is required of all employees except when they are on allowed leave. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action up to and including termination.

### **LUNCH BREAKS**

Classified full time employees may be allowed a thirty (30) minute duty-free meal break. The lunch break shall not be counted as time worked. No free cafeteria meals/ food will be provided to any district staff, with the exception of Food Service staff.

### **BREAKS**

All classified employees who work an eight-hour shift will be granted one paid ten-minute rest period in the morning and one ten-minute rest period in the afternoon. An option available is to take one twenty-minute rest period once a day with the approval of the employee's immediate supervisor.

Classified employees who work at least a three-hour segment of a shift per day but less than eight hours per day will be granted one paid ten-minute rest period per day.

If an employee does not use the rest period(s), he/she will not receive compensatory pay or future time off in lieu of taking the rest period. This break time may be scheduled (at the supervisor's discretion) to extend a lunch break or an early ending of the shift.

### **OVERTIME**

The normal work week consists of forty (40) hours, worked eight hours per day for five consecutive days between 12:01 a.m. on Sunday and 11:59 p.m. on Saturday. All overtime must be authorized in advance by the appropriate Administrative Services Center (ASC)

Administrator, with the following exceptions:

- Budgeted overtime activities such as checking the building on weekends.
- Specific individuals cleared for overtime on a regular basis.
- Emergencies such as break-ins, plumbing/heating malfunctions, weather, etc.
- If an employee does not report to work and a substitute is not available, another employee may be asked to cover the position on an overtime basis or temporarily reassigned to another building.
- Overtime needs related to athletic events (these situations will be coordinated with the athletic director).
- Approved overtime will generally be only for emergency or other unusual circumstances.
- Overtime should not be approved on a routine basis.
- SRA alarm calls/ reporting to facilities will be paid for the total time in response at regularly hourly rate unless overtime is applicable (see Standard Operating Procedure dated August 21, 2012).
- ❖ Supervisory personnel responding to emergency or hazardous situations requiring prompt attention are exempt from this policy.

### **COMP TIME**

Employees may not exceed the normal work hours per week without written permission from their supervisor. When this does occur, the employee may take off a mutually agreed comp time within the same work week.

## **STANDARDS OF PERFORMANCE AND CONDUCT**

People who work together require certain basic guidelines and expectations of each other in order to establish a positive working environment for all employees. Employees should become aware of these responsibilities to the District and to their co-workers.

Violations of the standards may result in one of the following forms of disciplinary action: Discharge, suspension, oral warning or written warning. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction
- The past record of the employee
- The circumstances surrounding the matter

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which may result in disciplinary action:

1. Falsification of District records – including but not limited to employment application or timecard.
2. Unauthorized possession of District or employee property, fraud, gambling, carrying weapons or explosives, or violation of criminal laws on the premises.
3. Fighting, throwing items, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee, student, patron, or District operations.
4. Threatening, intimidating, coercing, using abusive language, or interfering with the performance of fellow employees.

5. Insubordination or refusal to comply with instructions or failure to perform reasonable duties to which assigned.
6. Use of District's material, time or equipment for the manufacture or production of an article for unauthorized purposes or for personal use.
7. Conduct which the District feels reflects adversely on the employee or the District.
8. Performance which in the District's opinion does not meet the requirements of the position.
9. Engaging in such other practices as may be inconsistent with the ordinary and reasonable standards of conduct necessary to the welfare of the District, students, patrons, and employees.
10. Use, possession, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on school district's premises or while on school business.
11. Willful violation of TUSD 202 Policies.
12. Sexual or racial harassment.
13. Other circumstances in which the District feels that disciplinary action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action.

### **POLITICAL ACTIVITIES**

It is in the best interest of the district and the community for staff members to participate in the political process.

Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Staff members who intend to become candidates for political office may notify the superintendent of the declaration of candidacy.

A staff member who becomes a candidate for public office may apply to the Board for a leave of absence without pay for the purpose of conducting a campaign. Leave may not be granted if the Board determines that the leave would cause the employee to not perform duties as contracted.

Staff members who are elected or appointed to a public office which restricts the employee's ability to complete contractual obligations shall be terminated.

Staff members holding public offices which in the judgment of the Board are less than full time shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a short or long term leave of absence without pay for the duration of the political duties.  
(Reference Board Policy GCHB and GCHB-R)

## **RELATIONSHIPS WITH STUDENTS**

Staff members shall maintain relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent. (Reference Board Policy GAF)

## **SOCIAL NETWORKING/ SOCIAL MEDIA INTERACTIONS**

Staff members are to observe in their social media interactions with students, parents and community members the same level of personal responsibility, discretion and professionalism expected in any other form of communication.

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person.

The orientation and reminders will give special emphasis to:

- Improper fraternization with students using Facebook and similar sites or social networks
- Inappropriateness of posting items exhibiting or advocating use of drugs or alcohol
- Inappropriateness of posting items with sexual content
- Examples of inappropriate behavior from other districts, as behavior to avoid
- Monitoring or penalties for improper use of district computers and technology
- Avoid the use of the school's name and logo on a teacher's personal website
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Faculty and staff who use social networking websites shall not post any private or confidential school district material on such websites.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/ or termination, in line with other school board policies and/ or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

## **GIFTS**

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. If an employee is found to have accepted a gift from any person as outlined in this policy, the employee may be subject to disciplinary action. The Superintendent of Schools shall be responsible for the administration of this policy. (Reference Board Policy GAJ)

## **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Postage meters and stamps are to be used for school business only. Supplies and equipment belonging to Turner USD 202 should be used only for school business unless usage has been approved by an employee's immediate supervisor.

## **RETURN OF PROPERTY**

Employees are responsible for all TUSD 202 property, materials, or written information issued to them or in their possession or control. Employees must return all TUSD 202 property immediately upon request or upon termination of employment. TUSD 202 is not responsible for lost, stolen or damaged personal property, including personal wearing apparel.

## **PROTECTION OF EMPLOYEE PROPERTY**

The Board may repay or reimburse classified employees the cost or value of personal property for certain circumstances as specified in the current Negotiated Agreement (Article 8). The burden shall be on the classified employee to exhaust all avenues for reimbursement from the responsible party and to establish that such loss occurred in the course of their employment and committed on school property. The employee must report the incident to his/her administrative supervisor or building principal within 48 hours of him/her being aware of the incident.

Proof of amount of loss by proper receipts or otherwise shall be made the responsibility of the classified employee. This section shall not be construed to be an admission of liability on the part of the District. Request for reimbursement shall be made to the immediate supervisor or principal of the building in which the incident occurred. The immediate supervisor's or principal's determination of whether the particular circumstances involved justify any assistance from the Board, shall be final.

## **USE OF EQUIPMENT AND VEHICLES**

Before a TUSD202 employee received mileage reimbursement or operates a district owned vehicle they must have passed a background/drivers check and be placed on the approved drivers list. Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

## **TECHNOLOGY USAGE**

The Unified School District No. 202 believes that the use of technology is an integral part of learning and contributes to the overall value of learning for the individual and group. Computers, network and technology equipment are provided by TUSD 202 for educational and professional use. Staff's use of district technology is a privilege, not a right. As such, all staff members are expected to understand and adhere to the following rules, policies and procedures and are required to sign a new Acceptable Use Policy (AUP) each year:

Staff are responsible for providing appropriate supervision to students to ensure compliance with the student AUP.

Staff are to communicate electronically with students only with district provided and monitored technology devices and software, unless specifically approved in advance by administration.

Staff's use of district technology is restricted to educational, administrative, or job-related duties with a limited exception for personal use only on an occasional and sporadic basis.

Staff must abide by the board policies regarding bullying and harassment as applicable to the use of district technology.

### **POSSIBLE CONSEQUENCES FOR AUP VIOLATIONS**

- Restricted or prohibited from using district technology.
- Disciplinary action, up to and including non-renewal or termination.
- The district may notify law enforcement agencies of any violation of statute.

### **PRIVACY**

District technology and information maintained on the District's equipment, network and computers is the property of the District. Staff do not have an expectation of privacy regarding their use of district technology including email, files, and directories.

Activity and content on all district provided computing devices and network storage are subject to monitoring and inspection at any time and for any reason.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Confidential student information, whether written or oral, shall be handled in a confidential manner. Actions which violate the privacy rights of students could result in disciplinary action up to and including termination.

### **CONTENT/SOFTWARE**

Staff must comply with all copyright, trademark and license restrictions.

Staff must not use district provided equipment, computers or network, for commercial or political lobbying purposes.

Staff's limited, occasional and sporadic use of district technology must not interfere with the performance of the district's technology or the staff member's individual job duties.

### **COPYRIGHT AND DUPLICATING**

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use", as set forth in ECH-R.

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.



## **SYSTEM MANAGEMENT**

Staff must report any damage or technology related problem to the staff member's building technician via district procedures. Staff must notify the building technician if a security problem on any district equipment/network has been identified.

Technology may delete locally saved documents in the process of repairing or updating computers and software. The district prohibits staff from installing (or attempting to install) software, files, or drivers. Staff must follow district procedures for ALL technology related requests including all software installations.

## **WORKPLACE MONITORING**

Workplace monitoring may be conducted by TUSD 202 to ensure quality control and employee safety. Computers furnished to employees are the property of TUSD 202. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because TUSD 202 is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

## **SECURITY**

Staff must keep usernames and passwords confidential; they are not to be shared with anyone for any reason, unless specifically requested by an administrator or member of the IT department.

Staff must not intentionally access (or attempt to access) material with technology that has been disallowed (prohibited / blocked) by the district.

Staff must not damage, disable, or hinder (or attempt to damage, disable or hinder) the performance of any district technology system, device, software, or network.

Staff must not use any district technology to damage, disable, or hinder (or attempt to damage, disable or hinder) the performance of any (inside or outside of the district) computer, device, software or network.

Staff must not access (or attempt to access) any system, file, directory, user account, or network to which the staff member has not been granted access.

## **TELEPHONE, COPY MACHINE, TELEVISION, AND FAX USE**

Telephones, copy machines, television and FAX machines are to be used for school business purposes in serving the interests of the educational system. At times it may be necessary for an employee to make or receive a personal telephone call. The spirit and intent of this guideline is to keep personal calls on school phones to a minimum in number and short in duration during assigned work time.

No personal long-distance calls and FAX transmissions may be charged to the District unless approval has been given by his/her immediate supervisor. Employees will be expected to

reimburse the District for these charges. Employees should not watch or use district television or computers for personal benefit. The only exception will be in case of bad weather when a television may be monitored for weather updates.

### **CELLULAR PHONE USAGE POLICY**

Cellular/mobile phones shall not be used while operating district vehicles or transporting students in a non-district owned vehicle. If a district employee needs to place or receive a call while operating a vehicle as described above, he/she shall pull off the road to a safe location, apply the emergency brake prior to taking/ making the business-related call. Failure to follow these rules shall be grounds for employee discipline, up to and including termination.

### **SOLICITATION/CONFLICT OF INTEREST**

In an effort to ensure a productive and harmonious work environment, persons not employed by TUSD 202 may not solicit or distribute literature in the workplace at any time for any purpose unless approved by the administrator of that building or the Superintendent. In addition, the posting of written solicitations by employees is prohibited unless approved by the building administrator or the Superintendent.

Persons seeking to sell, solicit or display on school premises any item requiring the expenditure of district funds must first secure permission from the building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor and the Board. (Reference Board Policy GAI)

District employees are prohibited from engaging in any activity which may be a conflict of interest and/or detracts from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. (See Policy GAG)

### **DRUG AND ALCOHOL USE**

It is TUSD 202's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on TUSD 202 premises and while conducting business-related activities off TUSD 202 premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a

rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all TUSD 202 policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause TUSD 202 any undue hardship. During this period of leave, all benefits will be suspended. Benefits will resume when the employee has returned to work.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify TUSD 202 of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days after the conviction. It is also the employee's responsibility to notify TUSD 202 of any drug or alcohol related convictions occurring outside of the workplace within five days after the conviction or prior to fulfilling required driving duties, whichever occurs first, if the employee's driver's license has been suspended. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

### **TOBACCO USE**

The use of tobacco products in any form is prohibited in any building owned, leased or rented by the District. Use of tobacco is prohibited at all school events. (Reference Board Policies GAOC and JCDA)

### **DRUG TESTING**

USD 202 is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and/or alcohol upon reasonable suspicion. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

### **PERSONAL APPEARANCE**

During business hours or when representing TUSD 202, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

### **PROGRESSIVE DISCIPLINE**

The purpose of this policy is to state TUSD 202's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

TUSD 202's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with TUSD 202 is based on at will and mutual consent and both the employee and TUSD 202 have the right to terminate employment at will, with or without cause or advance notice, TUSD 202 may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

TUSD 202 recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and TUSD 202.

### **PERFORMANCE EVALUATION**

TUSD 202 strives to employ and retain those persons who will continue to grow and improve in the performance of his/her employment duties. In order to maintain a high standard of performance and to continue the improvement of support services, periodic performance evaluations will be completed.

All classified employees will be evaluated twice during their first year of employment and at least once a year during subsequent years. If an employee is hired after January 1, then only one evaluation needs to be completed for their first year. Employees will receive a copy of the evaluation and a copy will be placed in his/her personnel file.

Evaluations may be performed at any time if it is determined that an employee's job performance does not meet the standards required by the school district.

Employee evaluation will be conducted by his/her immediate supervisor or by other administrative or supervisory personnel. (Reference Board Policy GCI)

### **PROVISIONAL PERIOD FOR NEW EMPLOYEES**

The purpose of the provisional period is to provide the supervisor an opportunity to observe a new employee's capabilities and gather additional background information. A new employee can be terminated at any time during the provisional period.

All employees are on the provisional period during the first sixty (60) days of their employment. Near the end of the sixty (60) day period, the employee will be formally evaluated. During this time the employee is ineligible for any leave benefits.

At the end of the provisional period, if the employee's performance is satisfactory, the employee will be placed on regular status. At this time the employee will be eligible for all leave benefits they have earned from the date of employment.

If it is apparent that the employee is not performing satisfactorily and if training or counseling has not resulted in sufficient progress, the employee may be terminated during the sixty (60) day provisional period without advance notice.

### **PROBLEM RESOLUTION**

TUSD 202 is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from TUSD 202 administrators and supervisors.

TUSD 202 strives to ensure fair and honest treatment of all employees. Administrators, supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with TUSD 202 in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Human Resources Department.
2. Supervisor responds to problem during discussion or after consulting with appropriate administration when necessary. Supervisor documents the discussion.
3. Employee presents problem to the Human Resources Department if the problem is unresolved.
4. The Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor(s), if necessary, and directs employee to the Director of Human Resources for review of problem.

5. Employee presents problem to the Director of Human Resources in writing.
6. Director of Human Resources reviews and considers the problem. Director of Human Resources then informs employee of decision and places a copy of written response in the employee's file. Director of Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

## **GRIEVANCE PROCEDURE**

The Board shall provide a procedure whereby each employee shall have the opportunity to have employee grievances timely and fairly considered.

### **A. Purpose**

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual classified employees of the school district at the lowest level.

### **B. Definitions**

- 1) Grievance shall mean any alleged violation of the terms and conditions of employment.
- 2) "Aggrieved person" means an employee of the district having a grievance.
- 3) Words denoting number shall include both singular and plural.
- 4) "Days," except when otherwise indicated, shall mean working days.

### **C. Procedures**

- 1) Level One
  - a) Within 10 days from the date of awareness of a problem, the aggrieved persons shall seek to resolve the matter informally with his/her principal or other immediate supervisor.
- 2) Level Two
  - a) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within seven (7) days after discussion of the grievance, he/she may file the grievance in writing within seven (7) days of the Level One response with the principal/immediate supervisor on the form provided.
  - b) Within seven (7) school days after receipt of the written grievance by the principal, the principal/immediate supervisor will meet with the aggrieved person in an effort to resolve it. The principal/immediate supervisor shall submit his/her decision in writing to the aggrieved person within seven (7) days after the meeting.
- 3) Level Three
  - a) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance within seven (7) days of the Level Two response with the superintendent.

- b) Within seven (7) days after receipt of the written grievance, the Superintendent will meet the aggrieved person in an effort to resolve it. The superintendent shall submit his/her decision in writing to the aggrieved person within seven (7) days of the meeting.

#### **D) Supplemental Conditions**

- 1) The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- 2) Decisions rendered at Levels Two and Three of the grievance procedures will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest.
- 3) All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
- 4) All grievance procedures shall be kept confidential.
- 5) All discussions shall be conducted at times other than when the employee is on duty.
- 6) Excluded from the grievance procedure shall be matters for which law mandates another method of review.
- 7) The filing of a grievance at all levels shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date, and place of the event or act and the names and addresses of any witnesses thereto.

## **WORKPLACE SAFETY AND SECURITY**

### **HEALTH, SAFETY, AND SECURITY**

The district shall make reasonable efforts to provide a safe environment for students and employees. The Board will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.

The superintendent, building principals, and facilities/ grounds personnel will regularly inspect each attendance center, playground and playground equipment, furnace, boiler, set of bleachers, lighting fixtures, and other appropriate areas to see that they are adequately maintained. Regular inspection of district facilities for hazardous waste shall be conducted by the appropriate Administrative Services Center Administrator or designee. Written records of these inspections shall be maintained.

The district shall attempt to protect students, staff and school property from possible injury or damage. Security devices may be installed at district attendance centers. Other measures may

be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds.

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor, an act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law. The district employee reporting such information to local law enforcement shall immediately notify the building administrator. The building administrator shall in turn notify the superintendent of schools. Anyone making a report in accordance with state law and without malice is immune from any civil liability. (See Policies EBB, EBBA, EBC, EBCA, and JG)

### **DISCIPLINE RESPONSIBILITIES**

Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance which threatens physical injury to others (Reference Board Policy GAO)

### **INTERROGATION/ SEARCHES OF STUDENTS**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

### **REPORTING CRIMES**

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property, or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use, or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified. If the building administrator is notified, he/she will immediately notify the superintendent

### **REPORTING CHILD ABUSE**

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to the DCF office or to the local law enforcement agency if the DCF office is not open. It is recommended that the building administrator also be notified after the report is made. The principal shall immediately notify the Superintendent of Schools that the initial report to DCF has been made.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected. Anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed. (Reference Board Policy GAAD)



## **CRISIS PLAN**

In case of emergencies, it is most important that an employee notify his/her immediate supervisor. Employees should become familiar with emergency plans which have been developed for each building.

## **SECURITY INSPECTIONS**

USD 202 wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, TUSD 202 prohibits the possession, transfer, sale, or use of such materials on its premises. TUSD 202 requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of TUSD 202. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of TUSD 202 at any time, either with or without prior notice.

USD 202 likewise wishes to discourage theft or unauthorized possession of the property of employees, TUSD 202, visitors, and students. To facilitate enforcement of this policy, TUSD 202 or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto TUSD 202's premises.

## **WORKPLACE VIOLENCE PREVENTION**

USD 202 is committed to preventing workplace violence and to maintaining a safe work environment. TUSD 202 has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of TUSD 202.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

USD 202 will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, TUSD 202 may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

USD 202 encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. TUSD 202 is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

### **KEYS**

The building administrator is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal or building administrator so measures may be taken to maintain safety and security and to protect district property. Keys must be turned into the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

### **EMPLOYEE BADGE GUIDELINES**

All employees are required to display their Turner School District identification badge on their person when on duty in any building. Adults in our buildings without proper identification are a cause of anxiety for our students as well as employees.

All employee badges contain a photo of the employee, the employee's name, and a Turner School District logo. The badge must be worn at waist level or above, preferably around the neck, in plain view at all times.

It is expected that all employees will politely question any adult visitor or unknown youth in a District building during the school day who is not displaying either an employee or visitor badge. Such persons are to be taken to the main office to sign-in and receive the appropriate identification.

There are two types of Employee badges: (a) photo ID badge, as explained above and (b) key entry badge, used for access/entry to buildings with swipe pad. Both badges are the property of the Turner School District and should not be altered in any way. This includes photo alteration, as well as placing stickers, pins, or buttons on the badge. You will be asked to replace any materials that have been altered in such a manner.

If an employee badge is lost or stolen, please notify 913-288-4169 or 913-288-4102.

## **FEDERAL DRUG-FREE WORKPLACE ACT COMPLIANCE**

The District is covered by the Federal Drug-Free Workplace Act and provides a drug-free workplace. As part of the District's drug-free workplace compliance efforts, the following requirements apply to all District employees:

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement. Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the district.

(Reference Board Policy GAOA – Drug and Alcohol Abuse Free Workplace)

## **WORK RELATED INJURIES**

Whenever an employee is absent from work and is receiving Workers Compensation benefits due to a work-related injury, the employee may use available paid sick leave to supplement the Workers Compensation. In no event shall the employee be entitled to an amount in excess of his/her full salary.

No matter how insignificant an injury may seem at the time of occurrence, employees must notify their immediate supervisor or the Business Services Office immediately of any work-

incurred injury. Appropriate forms must be completed and submitted to the Business Services Office in a timely manner.

The Board shall have the right to have the employee examined by a physician designated by the Board for the purpose of establishing the length of time the employee may be absent, and the Board shall base its decision on the physician's professional opinion. (Reference Board Policy GAOE)

### **WORKERS COMPENSATION**

The Board shall provide workers' compensation coverage for all employees according to current statute and board policy (GAOE). Employees must notify the employer within 20 days of an accident or the claim may be barred. Employees leaving work for follow-up appointments and/or physical therapy will be required to use leave for any time lost. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

## **SEPARATION OF EMPLOYMENT**

### **EXIT INTERVIEW**

USD 202 may request an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to TUSD 202, or return of TUSD 202 owned property, such as equipment, uniforms, keys, identification badge, etc. Suggestions, complaints, and questions can also be voiced.

### **RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment. TUSD 202 requests at least two weeks' written resignation notice from all employees.

Classified employees may resign from their jobs in accordance with the employment agreement and Board policies (Policy GCO). Employees are requested to notify their supervisor in writing of this decision. All District property such as keys, tools, and equipment must be returned before the final payroll check can be issued.

Employees voluntarily terminating their employment with the district will be paid on their final paycheck for annual (not accumulated) leave and earned vacations days not used, or their final paycheck will be docked for used vacation or leave days not earned, at the employee's current rate of pay.

### **TERMINATION**

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Termination - involuntary employment termination initiated by the organization.
- Non-renewal - involuntary employment termination initiated by the organization for non-disciplinary reasons.

- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with TUSD 202 is based on mutual consent, both the employee and TUSD 202 have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **RETURN OF PROPERTY**

Employees are responsible for all TUSD 202 property, materials, or written information issued to them or in their possession or control. Employees must return all TUSD 202 property immediately upon request or upon termination of employment. TUSD 202 is not responsible for lost, stolen or damaged personal property, including personal wearing apparel.